Flex Time Policy

The University is committed to the implementation of work practices that find the best possible match between the interests of the University and those of individual employees. The University recognises that benefits flow to the University from such arrangement and that these arrangements should be made available to all employees, subject to the requirements of the work unit.

Flexi-Time is the system whereby employees may work flexible start and finish times within the appropriate span of hour and work more than the number of ordinary hours of work to accumulate flexi hours which may then be taken as time off work at a later stage, mutually agreed between the employee and their supervisor.

Flexi-time is available to all staff and subject to the operational needs of the business.

Work performed as flexi-time is considered to be 'ordinary time' and does not attract penalty rates.

General staff work a 35 hour week (7 hours per day). This period during which normal working time can be performed is 8.00am to 8.00pm, Monday to Friday and 8.00am to 6.00pm Saturday. Lunch break is expected to be one hour.

Staff should record flexi-time on a timesheet and submit it to their supervisor on a weekly basis for sign off.

Staff should have their flexi day leave recorded on the timesheet and approved by their supervisor at least five working days before their intention to take a flexi day (or flexi hours). This will allow for staff planning during their absence.

The maximum total number of hours that may be accumulated is 14 hours, with no more than 7 hours to be carried over from one month to the next.

Staff are able to take up to 12 flexi days per annum, this normally equates to 1 day per month.